

**CITY OF NEWTON
PURCHASING DEPARTMENT**

CONTRACT FOR NEWTON PUBLIC SCHOOLS

**PROJECT MANUAL:
SUPPLY AND DELIVER PRINTER MANAGEMENT SERVICES
AND SUPPLIES TO THE NEWTON PUBLIC SCHOOLS
*INVITATION FOR BID #16-01***

Bid Opening Date: July 30, 2015 at 10:00 a.m.

July 2015

Setti D. Warren, Mayor

CITY OF NEWTON
PURCHASING DEPARTMENT
INVITATION FOR BID #16-01

The City of Newton (City) invites sealed bids in accordance with M.G.L. c.30B from Contractors for:

Supply and Deliver Printer Management Services and Supplies to the Newton Public Schools

Bids will be received until: **10:00 a.m., Friday, July 30, 2015**

at the Purchasing Department, Room 201, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459. Bids will not be accepted nor may submitted bids be corrected, modified or withdrawn after the deadline for bids. Following the deadline for bids, all bids received within the time specified will be publicly opened and read aloud.

Contract Documents will be available on line at www.newtonma.gov/bids, or for pickup at Newton City Hall, Room 204, Purchasing Department, 1000 Commonwealth Avenue, Newton Centre, MA 02459 after **10:00 a.m., July 16, 2015**.

There will be no charge for contract documents. Bid surety is not required with this bid.

Bids are to be based on one of two Alternate Base Bids and two Alternate Option Bids. The City will award one (1) contract to the responsible and responsive bidder offering the lowest Base Bid. Alternatively, it shall the right but not the obligation to award, in addition to the Base Bid, one of two Alternate Option Bids. In the latter case, the bidder offering the lowest aggregate price of the selected Alternate Base Bid and any accepted Alternate Option Bid shall be awarded the contract. Any bidder not providing prices for all line items for the Alternate Base Bids and Alternate Option Bids may be deemed unresponsive and therefore rejected.

Provision of services is required to start upon the execution of this contract. The dollar value of the contract may only be increased in accordance with M.G.L. c. 30B, §13.

The term of the awarded contract **shall extend from the time of contract execution for approximately twelve months through July 31, 2016**. The City shall have the option, at its sole discretion, to extend the agreement for two (2) additional one (1) year terms with no change in the contract price* and terms and conditions. ***Please note that as older printers are replaced with new printers under a manufacturers' one year warranty and/or if through the management of printers, the printer inventory is significantly reduced, NPS can negotiate a decrease in the renewed contract price with contractor if warranted. The exercise of each option to renew shall be subject to appropriation and /or continuation of funding.**

Time is of the essence in the performance of the work of this contract. Work shall begin immediately upon full execution of the contract.

If for any part thereof during the term of any Agreement resulting from this Invitation For Bid (IFB), funds for the discharge of the City's obligations under the Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then the Agreement shall terminate.

All bids are subject to the provisions of M.G.L. c.30B. F.O.B. Destination inside designated department, Newton, MA.

All bids shall be submitted as **one (1) ORIGINAL and two (2) COPIES**.

All City bids are available on the City's web site at www.newtonma.gov/bids. It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening. Addenda will be available online within the original bid document as well as a separate file. If you download bids from the internet site and would like to make it known that your company has done so, you may fax the Purchasing Department (617) 796-1227 or email to purchasing@newtonma.gov with your NAME, ADDRESS, PHONE, FAX AND INVITATION FOR BID NUMBER.

The City reserves the right to reject any or all proposals or any part(s) thereof, if in the best interest of the City to do so. The City reserves the right to waive any mistakes or informalities in the proposals received and may request supplementary information from any particular proposer if it determines that the granting of such waiver or the receipt of such additional information would be in the best interest of the City, provided, however, that any waiver or request does not prejudice fair and open competition. Any proposer that is not incorporated in Massachusetts shall furnish with its proposal a certification from the Office of the Secretary of State verifying that it is legally authorized to do business in the Commonwealth of Massachusetts.

CITY OF NEWTON



Nicholas Read

Chief Procurement Officer

July 16, 2015

**CITY OF NEWTON
DEPARTMENT OF PURCHASING
INSTRUCTIONS TO BIDDERS**

ARTICLE 1 - BIDDER'S REPRESENTATION

- 1.1 Each General Bidder (hereinafter called the "Bidder") by making a bid (hereinafter called "bid") represents that:
1. The Bidder has read and understands the Bidding Documents, Contract Forms, General Conditions, Conditions of the Contract, General Requirements and Project Specifications (collectively, referred to as the "Contract Documents") and the bid is made in accordance therewith.
 2. The Bidder has been offered the opportunity to visit installation sites and is familiar with the local conditions under which the work has to be performed.
- 1.2 Failure to so examine the Contract Documents or sites will not relieve any Bidder from any obligation under the bid as submitted.

ARTICLE 2 - REQUEST FOR INTERPRETATION

- 2.1 Bidders shall promptly notify the City of any ambiguity, inconsistency, or error which they may discover upon examination of the Contract Documents, the site, and local conditions.
- 2.2 Bidders requiring clarification or interpretation of the Contract Documents shall make a written request to the *Chief Procurement Officer*, at purchasing@newtonma.gov or via facsimile (617) 796-1227. The City will only answer such requests if received by **Friday, July 24, 2015 at 12:00 noon**. In the event that the bid opening date is changed, the deadline for informational requests may also change as provided in an addendum issued by the City.
- 2.3 Interpretation, correction, or change in the Contract Documents will be made by addendum which will become part of the Contract Documents. The City will not be held accountable for any oral communication.
- 2.4 Addenda will be emailed to every individual or firm on record as having taken a set of Contract Documents. Addenda will be emailed to every individual or firm on record as having taken a set of Contract Documents. Receipt of all addenda issued must be acknowledged in the Bid Form. **YOUR FAILURE TO ACKNOWLEDGE ALL ADDENDA MAY RESULT IN YOUR BID BEING REJECTED AS NON-RESPONSIVE.**
- 2.5 Copies of addenda will be made available for inspection at the location listed in the Invitation for Bids where Contract Documents are on file, in addition to being available online at www.newtonma.gov/bids.
- 2.6 Bidders or proposers contacting ANY CITY EMPLOYEE regarding an Invitation for Bid (IFB) or a Request for Proposal (RFP), outside of the Purchasing Department, once an IFB or RFP has been released, may be disqualified from the procurement process.
- 2.7 Bidders downloading information off the internet web site are solely responsible for obtaining any addenda prior to the bid opening. If the bidder makes itself known to the Purchasing Department, at purchasing@newtonma.gov or via facsimile (617) 796-1227, it shall be placed on the bidder's list. Bidders must provide the Purchasing Department with their company's name, street address, city, state, zip, phone, fax, email address and **INVITATION FOR BID #16-01**.

ARTICLE 3 - MBE PARTICIPATION

- 3.1 Notice is hereby given that the Mayor's Affirmative Action Plan for the City of Newton in effect at the time of this solicitation is applicable to all construction contracts in excess of \$10,000.00.
- 3.2 Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan and the Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program in effect at the time of this solicitation are applicable to all City contracts for goods and services in excess of \$50,000.00.
- 3.3 Copies of the Plans and Program referred to in Sections 3.1 and 3.2 are available at: www.newtonma.gov/purchasing.

ARTICLE 4 - PREPARATION AND SUBMISSION OF BIDS

- 4.1 Bids shall be submitted on the "Bid Form #16-01," attached hereto.
- 4.2 All entries on the Bid Form shall be made by typewriter or in ink.
- 4.3 Where so indicated on the Bid Form, sums shall be expressed in both words and figures. Where there is a discrepancy between the bid sum expressed in words and the bid sum expressed in figures, the words shall control.
- 4.4 The Bid shall be enclosed in a sealed envelope with the following plainly marked on the outside:
- * GENERAL BID FOR: **#16-01**
 - * NAME OF PROJECT: **Supply and Deliver Printer Management Services and Supplies to the Newton Public Schools**
 - * BIDDER'S NAME, BUSINESS ADDRESS, AND PHONE NUMBER
- 4.5 Date and time for receipt of bids is set forth in the Invitation for Bids.
- 4.6 Timely delivery of a bid at the location designated shall be the full responsibility of the Bidder. In the event that Newton City Hall is closed on the date or at the time that bids are due, the date and time for receipt of bids shall be on the next business day following that the Newton City Hall and the Purchasing Department are open.
- 4.7 Bids shall be submitted with one **original** and **two copies**.
- 4.8 Be advised that a new Massachusetts law has been enacted that required all employees who work on Massachusetts Public works construction sites must have no less than 10 hours of OSHA-approved safety and health training. See Chapter 306 of the Acts of 2004, which became effective July 1, 2006.
1. This requirement will apply to any general bid or sub bid submitted.
 2. This law directs the Massachusetts Attorney General to restrain the award of construction contracts to any contractor who is in violation to this requirement and to restrain the performance of these contracts by non-complying contractors.
 3. The contractor and all subcontractors on this project will be required to provide certification of compliance with this requirement. Non-compliance with this law will disqualify you from bidding on public contracts.

ARTICLE 5 - ALTERNATES

- 5.1 Each Bidder shall acknowledge alternates (if any) in Section C on the Bid Form.
- 5.2 In the event an alternate does not involve a change in the amount of the base bid, the Bidder shall so indicated by writing "No Change", or "N/C" or "0" in the space provided for that alternate.
- 5.3 Bidders shall enter on the Bid Form a single amount for each alternate which shall consist of the amount for work performed by the Contractor.
- 5.4 The low Bidder will be determined on the basis of the sum of the base bid and the accepted alternates.

ARTICLE 6 - WITHDRAWAL OF BIDS

- 6.1 Any bid may be withdrawn prior to the time designated for receipt of bids on written or electronic request. Electronic withdrawal of bids must be confirmed over the Bidder's signature by written notice postmarked on or before the date and time set for receipt of bids.
- 6.2 Withdrawn bids may be resubmitted up to the time designated for the receipt of bids.

- 6.3 No bids may be withdrawn within sixty (60) days, Saturdays, Sundays and legal holidays excluded, after the opening of the bids.

ARTICLE 7 - CONTRACT AWARD

- 7.1 The City is soliciting prices for printer management services at the sites set forth at pp. 25-26 below. It is the City's intent to award one (1) contract to the responsible and responsive bidder offering the lowest price on either of two Base Bid Alternates selected by the City. The City may, in its discretion, add an Alternate Option Bid to the Alternate Base Bids. Any Alternate Option Bid award can only be made to the bidder that has been awarded the Alternate Base Bid, so the contract shall be awarded to the bidder having the lowest aggregate price for the selected Alternate Base Bid and the accepted Alternate Option Bid. A contract will be awarded within sixty (60) days, Saturdays, Sundays, and legal holidays excluded, after the opening of bids.
- 7.2 The City reserves the right to waive minor informalities in or to reject any or all Bids if it be in the public interest to do so.
- 7.3 The City reserves the right to reject any bidder who has failed to pay any local taxes, fees, assessments, betterments, or any other municipal charge, unless the bidder has a pending abatement application or has entered into a payment agreement with the collector-treasurer.
- 7.4 As used herein, the term "lowest responsible and responsive Bidder" shall mean the Bidder (1) whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary for the faithful performance of the work; (2) who has met all the requirements of the invitation for bids; (3) who shall certify that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (4) who, where the provisions of section eight B of chapter twenty-nine apply, shall have been determined to be qualified thereunder.
- 7.5 Subsequent to the award and within five (5) days, Saturday, Sundays and legal holidays excluded, after the prescribed forms are presented for signature, the successful Bidder shall execute and deliver to the City a contract in the form included in the Contract Documents in such number of counterparts as the City may require.
- 7.6 In the event that the City receives low bids in identical amount from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process chosen by the City such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

ARTICLE 8 - TAXES

- 8.1 The Bidder shall not include in this bid any tax imposed upon the sale or rental of tangible personal property in this Commonwealth, such as any and all building materials, supplies, services and equipment required to complete the work.
- 8.2 The City is exempt from payment of the Massachusetts Sales Tax, and the Bidder shall not include any sales tax on its bid. The City's exemption Number is E-046-001-404.

ARTICLE 9 – PROPRIETARY SPECIFICATIONS

- 9.1 The City may have used a proprietary specification to describe the supply for which is soliciting bids. Such specifications are permitted under M.G.L. c. 30B, §14, provided that the Chief Procurement Officer has prepared a written statement that no other manner of description suffices and the justification therefor.
- 9.2 The required determination and justification have been duly prepared, and a copy may be requested in accordance with the Massachusetts Public Records Law, M.G.L. c. 66, §10.

END OF SECTION

CITY OF NEWTON

DEPARTMENT OF PURCHASING

BID FORM #16-01

- A. The undersigned proposes to furnish all labor, materials, tools, equipment, transportation and supervision required to perform all work in accordance with the Project Manual prepared by the City entitled:

**SUPPLY AND DELIVER PRINTER MANAGEMENT SERVICES
AND SUPPLIES TO NEWTON PUBLIC SCHOOLS**

- B. This bid includes addenda number(s) _____, _____, _____, _____.

- C. The contract price(s) will be as follows:

(1) **ALTERNATE BASE BIDS**

Alternate Base Bid A (Lines 01 & 02): Laser Networked Printer Management Services (includes audit, management tracking, assessment and recommendations) and Delivery of Supplies (such as toners and cleaning kits):

LINE 01: Networked Laser Printer Management Services based on an estimated 345,000 black/white printed pages per month (see inventory file attached): \$ _____ per BW page X estimated 345,000 pages per month = \$ _____ X 12 months = \$ _____ per contract year. Actual invoices will reflect actual page usage.

LINE 02: Networked Laser Printer Management Services based on an estimated 27,000 color pages per month (see inventory file attached): \$ _____ per color page X estimated 27,000 color pages per month = \$ _____ X 12 months = \$ _____ per contract year. Actual invoices will reflect actual page usage.

TOTAL ALTERNATE BASE BID A (Line 01 + Line 02) \$ _____

OR

Alternate Base Bid B (Lines 03 & 04): Laser Networked Printer Management Services (includes audit, management tracking, assessment and recommendations), *Repair Services (includes annual cleaning and all parts and labor for general repairs)* and Delivery of Supplies (such as toners, cleaning kits):

LINE 03: Networked Laser Printer Management and Repair Services based on an estimated 345,000 black/white printed pages per month (see inventory file attached): \$ _____ per BW page X estimated 345,000 pages per month = \$ _____ X 12 months = \$ _____ per contract year. Actual invoices will reflect actual page usage.

LINE 04: Networked Laser Printer Management and Repair Services based on an estimated 27,000 color pages per month (see inventory file attached): \$ _____ per color page X estimated 27,000 color pages per month = \$ _____ X 12 months = \$ _____ per contract year. Actual invoices will reflect actual page usage.

TOTAL ALTERNATE BASE BID B (Line 03 + Line 04) \$ _____

AND

(2) ALTERNATE OPTION BIDS

Alternate Option 1 (Lines 05 & 06): Local Laser Printer Audit, Assessment (no cleaning, no maintenance) and Delivery of Supplies (such as toners and cleaning kits):

LINE 05: Local Laser Printer Management Services based on a flat fee per BW printer per month: Estimate printers (see inventory file attached) \$ _____ per printer X 210 printers per month X 12 months = \$ _____

LINE 06: Local Laser Printer Management Services based on a flat fee per color printer per month: Estimate 35 printers (see inventory file attached) \$ _____ per printer X 35 printers per month X 12 months = \$ _____

TOTAL ALTERNATE OPTION BID 1 (Line 05+ Line 06) \$ _____

OR

Alternate Option 2 (Lines 07 & 08): Local Laser Printer Audit, Assessment, Repairs (includes annual cleaning and all parts and labor for general repairs) and Delivery of Supplies (such as toners and cleaning kits):

LINE 07: Local Laser Printer Management Services based on a flat fee per BW printer per month: Estimate 180 printers (see inventory file attached) \$ _____ per printer X 180 printers per month X 12 months = \$ _____

LINE 08: Local Laser Printer Management Services based on a flat fee per color printer per month: Estimate 26 printers (see inventory file attached) \$ _____ per printer X 26 printers per month X 12 months = \$ _____

TOTAL ALTERNATE OPTION BID 2 (Line 07+ Line 08) \$ _____

The contract amount for the awarded bid award will include **either** Alternate Base A (without repairs) OR Alternate Base B (with repairs) and MAY include **either** Alternate Option 1 (local printers without repairs) **or** Alternate Option 2 (local printers with repairs)

Grand Total Base and Alternate bids will apply from execution of the contract through July 31, 2016.

IMPORTANT: Contract will be awarded to the lowest responsive and responsible bidder based on alternate base A or B and alternate options 1 or 2.

COMPANY NAME _____

- D.** Prompt Payment Discounts. Bidders are encouraged to offer discounts in exchange for an expedited payment. Payments may be issued earlier than the general goal of within 30 days of receipt of the invoice only when in exchange for discounted prices. Discounts will not be considered in determining the lowest responsible bidder.

Prompt Payment Discount _____ % _____ Days

Prompt Payment Discount _____ % _____ Days

Prompt Payment Discount _____ % _____ Days

E. The undersigned has completed and submits herewith the following documents:

- ☐ Signed Bid Form, 3 pages
- ☐ Bidder's Qualifications and References Form, 2 pages
- ☐ Certificate of Non-Collusion, 1 page
- ☐ Debarment Letter, 1 page
- ☐ IRS W-9 Form, 1 page
- ☐ Separate Excel File (see attached file for printer inventory data)

F. The undersigned agrees that, if selected as general contractor, s/he will within five days (Saturdays, Sundays and legal holidays excluded) after presentation thereof by the City, execute a contract in accordance with the terms of this bid.

The undersigned hereby certifies that it will comply fully with all laws and regulations applicable to awards made subject to M.G.L. c.30B.

The undersigned further certifies under the penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from public contracting or subcontracting in the Commonwealth under the provisions of M.G.L. c.29, §29F or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____

(Name of General Bidder)

BY: _____

(Printed Name and Title of Signatory)

(Business Address)

(City, State Zip)

(Telephone)

(FAX)

(E-mail Address)

NOTE: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

END OF SECTION

CITY OF NEWTON

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____
2. WHEN ORGANIZED: _____
3. INCORPORATED? ____ YES ____ NO DATE AND STATE OF INCORPORATION: _____
4. IS YOUR BUSINESS A **MBE**? ____ YES ____ NO **WBE**? ____ YES ____ NO or **MWBE**? ____ YES ____ NO
- * 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

- * 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
____ YES ____ NO
IF YES, WHERE AND WHY?

- * 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? ____ YES ____ NO
IF YES, PROVIDE DETAILS.

- * 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

- * 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? ____ YES ____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: _____

CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

10. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

END OF SECTION

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

(Signature of individual)

Name of Business

City of Newton



Mayor
Setti D. Warren

Purchasing Department
Nicholas Read ☎ *Chief Procurement Officer*
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
purchasing@newtonma.gov

Telephone
(617) 796-1220
Fax:
(617) 796-1227
TDD/TTY
(617) 796-1089

Date _____

Vendor _____

Re: Debarment Letter for Invitation For Bid #16-01

As a potential vendor on the above contract, the City requires that you provide a debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 “Debarment and Suspension“ requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

I hereby certify under pains and penalties of perjury that neither I nor any principal(s) of the Company identified below is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(Name)
(Company)
(Address)
(Address)

PHONE _____ FAX _____
EMAIL _____

Signature

Date

If you have questions, please contact Nicholas Read, Chief Procurement Officer at (617) 796-1220.

**Request for Taxpayer
Identification Number and Certification**

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

X Exempt
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

Name

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

GENERAL TERMS AND CONDITIONS

1. The right is reserved to reject any and all bids, to waive minor informalities, and to make award as may be determined to be in the best interest of the City of Newton.
2. Prices quoted must include delivery to the City , as specified on the Work Order.
3. No charges will be allowed for packing, crating, freight, Express or cartage unless specifically stated and included in the bid.
4. The award to the successful bidder may be canceled if successful bidder shall fail to prosecute the work with promptness and diligence.
5. Time in connection with discount offered will be computed from the date of delivery to the City, as specified on Work Order, or from date correct invoice is received by the City, if the latter date is later than the date of delivery.
6. The successful bidder shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Seller.
7. The Contractor shall indemnify and save harmless the City and all persons acting for on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Contractor, within a reasonable time, will at its expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment or apparatus, and refund the sums paid therefor.
8. The successful bidder shall comply with all applicable Federal State and Local laws and regulations.
9. Purchases made by the City are exempt from Federal excise taxes and bid prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
10. If so stated in the Invitation For Bid the successful bidder will be required to furnish a performance and/or a labor and material payment bond, in an amount, in a form and with a surety satisfactory to the City. The bidder shall be responsible for the cost of the bond(s).
11. Verbal orders are not binding on the City and deliveries made or work done without formal Work Order or Contract are at the risk of the Contractor and may result in an unenforceable claim.
12. The Contractor shall agree to indemnify, defend and hold the City harmless from any and all claims arising out of the performance of this contract.
13. "Equal" - An item equal to that named or described in the specifications of the contract may be furnished by the Contractor and the naming of any commercial name, trademark or other identification shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if (1) it is at least equal in quality, durability, appearance, strength and design; (2) it will perform at least equally the function imposed by the general design for the work being contracted for or the material being purchased; and (3) it conforms substantially, even with deviations, to the detailed requirements for the item in the specifications. The name and identification of all materials other than the one specifically named shall be submitted to the City in writing for approval, prior to purchase, use or fabrication of such items. Subject to the provisions of M.G.L., Ch. 30, Sec. 39J, approval shall be at the sole discretion of the City, shall be in writing to be effective, and the decision of the City shall be final. The City may require tests of all materials so submitted to establish quality standards at the Contractor's expense. All directions, specifications and recommendations by manufacturers for installation, handling, storing, adjustment

and operation of their equipment shall be complied with; responsibility for proper performance shall continue to rest with the Contractor.

For the use of material other than the one specified, the Contractor shall assume the cost of and responsibility for satisfactorily accomplishing all changes in the work as shown. If no manufacturer is named, the Contractor shall submit the product he intends to use for approval of the City.

Except as otherwise provided for by the provisions of M.G.L., Ch. 30, Sec. 39J, the Contractor shall not have any right of appeal from the decision of the City condemning any materials furnished if the Contractor fails to obtain the approval for substitution under this clause. If any substitution is more costly, the Contractor shall pay for such costs."

14. Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan dated December 1999 is applicable to all City of Newton contracts for materials and supplies. A copy of this plan may be obtained from the Purchasing Department.

15. Right To Know:

Any Contractor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L., Ch. 111F, SS8, 9 and 10 and the regulations contained in 441 CMR SS 21.06 when deliveries are made. The Contractor agrees to deliver all containers properly labeled pursuant to M.G.L. Ch. 111F, SS 7 and the regulations contained in 441 CMR SS 21.05. Failure to submit an MSDS and/or label on each container will place the Contractor in noncompliance with the work order. Failure to furnish MSDSs and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the Contractor from selling said substances or mixtures containing said substances within the Commonwealth. All Contractors furnishing substances or mixtures subject to Chapter 111F of the M.G.L. are cautioned to obtain and read the law and rules and regulations referred to above. Copies can be obtained from the State House Book Store, Secretary of State, State House, Room 117, Boston, MA 02133, (617-727-2834) for \$2.00 plus \$.65 postage.

17. **INSURANCE REQUIREMENTS**

The Contractor shall provide insurance coverage as listed below. This insurance shall be provided at the Contractor's expense and shall be in full force and effect during the full term of this Contract.

WORKER'S COMPENSATION

Worker's Compensation: Per M.G.L. c.149, §34 and c. 152 as amended.

COMMERCIAL GENERAL LIABILITY

Personal Injury	\$500,000 each occurrence \$1,000,000 aggregate
Property Damage	\$500,000 each occurrence \$1,000,000 aggregate

VEHICLE LIABILITY

Personal Injury	\$500,000 each person \$1,000,000 aggregate
Property Damage	\$300,000 each occurrence \$500,000 aggregate

The City shall be named as additional insureds on the Contractor's Liability Policies.

The Contractor shall not commence the work until proof of compliance with this has been furnished to the City by submitting one copy of a properly endorsed insurance certificate issued by a company authorized to write insurance in the Commonwealth. This certificate shall indicate that the contractual liability coverage is in force. The Contractor shall file the original and one certified copy of all policies with the City within ten (10) days after contract award. If the City is damaged by the Contractor's failure to maintain such insurance and to so notify the City, then the Contractor shall be responsible for all reasonable costs attributable thereto.

Cancellation of any insurance required by this contract, whether by the insurer or the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and City at least thirty days prior to the effective date thereof, which shall be expressed in said notice.

**FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS COULD
RESULT IN THE CANCELLATION OF YOUR CONTRACT.**

CONTRACT FORMS

The awarded bidder will be required to complete and submit documents substantially similar in form to the following.

These forms may need to be modified on account of changed circumstances, and are provided for informational purposes only.

CITY - CONTRACTOR AGREEMENT

CONTRACT NO. C-

THIS AGREEMENT made this ___ day of ___ in the year Two Thousand and Fifteen by and between the CITY OF NEWTON, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, hereinafter referred to as the CITY, acting through its Chief Procurement Officer, but without personal liability to him, and hereinafter referred to as the CONTRACTOR.

The parties hereto for the considerations hereinafter set forth agree as follows:

- I. SCOPE OF WORK.** The Contractor agrees to furnish and to deliver to the City at such times, at such place or places, in such manner, and in such quantities as the City may direct, and at the unit prices quoted in the Contractor's bid for the following item or items:

SUPPLY AND DELIVER PRINTER MANAGEMENT SERVICES AND SUPPLIES TO NEWTON PUBLIC SCHOOLS

- II. CONTRACT DOCUMENTS.** The Contract Documents consist of the following documents which are either attached to this Agreement or are incorporated herein by reference:
- a. This CITY-CONTRACTOR Agreement;
 - b. The City's Invitation For Bid **#16-01** issued by the Purchasing Department;
 - c. The Project Manual for **Supply and Delivery of Printer Management Services and Supplies to Newton Public Schools**, and if included or referenced therein, any Standard Terms and Conditions, Special Conditions, Wage Rate Requirements, Wage Rate Schedule(s);
 - d. Addenda Number(s) _____;
 - e. The Bid Response of the CONTRACTOR submitted for this Project and accompanying documents and certifications;
 - f. Certificate(s) of Insurance and surety bond(s), if any, submitted by the CONTRACTOR in connection with this Project;
 - g. Duly authorized and executed Amendments, Change Orders or Work Orders issued by the CITY after execution of this CITY-CONTRACTOR Agreement.

This CITY-CONTRACTOR Agreement, together with the other documents enumerated in this Article, constitute the entire Agreement between the CITY and the CONTRACTOR.

- III. PRIORITY OF DOCUMENTS.** In the event of inconsistency between the terms of this CITY -CONTRACTOR Agreement and the Project Manual, the terms of this Agreement shall prevail.
- IV. APPLICABLE STATUTES.** All applicable federal, state and local laws and regulations are incorporated herein by reference and the Contractor agrees to comply with same.

- V. **CONTRACT TERM.** The term of the awarded contract shall extend **from the day of execution of this contract through July 31, 2016. Prices submitted in this bid shall remain firm for the duration of the contract period.** The City, at its sole discretion, shall have the option to **extend the contract for two (2) additional one (1) year terms with no change in the contract price* and terms and conditions.** *Please note that as older printers are replaced with new printers under a manufacturers' warranty and/or if through management of printers the printer inventory is significantly reduced, NPS can negotiate a decrease in the renewed contract price with contractor if warranted. The exercise of each option to renew shall be subject to appropriation and /or continuation of funding.
- The City reserves the right to terminate this contract prior to the expiration date in the event total expenditures reach the above stated contract total. If for any part thereof during the term of this Agreement, funds for the discharge of the City's obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then this Agreement shall terminate.
- VI. The City shall execute this contract subject to appropriation and /or continuation of funding.
- VII. **QUANTITIES.** Any quantities specified in the Project Manual are approximate and are based on previous consumption. It is specifically understood the City does not agree to purchase any specific quantity, and purchases will be made to cover actual requirements only. The City may increase or decrease the quantity of any item specified without change in price per unit of quantity as stated in the Contractor's Bid Response.
- VIII. **MATERIALS.** The Contractor agrees, unless otherwise specified, that all equipment, materials and supplies furnished under this contract are to be first quality, new and unused.
- IX. **AUTHORIZATION OF AND PAYMENT FOR WORK PERFORMED.** The execution of this contract does not constitute a notice to proceed or authorization to perform work or make deliveries. No work shall be commenced or deliveries made unless authorized by a written Work Order issued by the City specifying the equipment, materials or supplies to be delivered. The Contractor will be paid following completed delivery and acceptance of the equipment, materials or supplies ordered in accordance with the Contract. The City will use best efforts to pay within thirty (30) days of receipt of an invoice for the delivered equipment, materials or supplies or acceptance of same whichever date is later.
- X. **CLAIMS FOR MATERIALS OR LABOR.** In the event any claims have been filed with the City for material or labor delivered or performed pursuant to this contract, the City shall be under no obligation to make any payment until such claims are adjusted to the satisfaction of the City. Any and all liens for supplies may be paid off by the City within twenty (20) days after the filing for record as provided by law of a notice of such liens, except where the claim on which the lien is filed is being litigated by the Contractor, and in such case the City may pay the amount of any final judgment or decree on any such claim. All money paid by the City in settlement of liens and claims as aforesaid, with the costs and expenses incurred by the City in connection therewith shall be charged to the Contractor, bearing interest at the rate of six percent (6%) per annum, and be deducted from the next payment falling due the Contractor under the terms of this contract.
- XI. **UNIT PRICES.** It is agreed that the unit prices listed are maximum prices and that the City shall be entitled to take advantage of any decrease due to market conditions of the Contractor's asked prices, which decreases shall be governed by the manufacturers' price listing as might be generally adopted in the trade, or by the same percentage that the Contractor may reduce prices to others who purchase in similar quantities and under similar conditions.
- XII. **RESPONSIBILITY FOR THE WORK/INDEMNIFICATION.** In the performance of any work, including the delivery of equipment, materials or supplies, pursuant to this Contract, the Contractor shall take all responsibility for the work, and shall take all precautions for preventing injuries to persons and property in or about the work and shall defend, indemnify and hold the City harmless from all loss, cost, damage or expense arising from injuries to persons or property in or about the work. The Contractor shall be responsible for any damage which may be caused by the failure or insufficiency of any temporary works. He shall effectively protect his work and shall be liable for all damage and loss by delay or otherwise caused by his neglect or failure so to do.
- XIII. **WARRANTY.** Except as may be otherwise provided in the Project Manual, the Contractor shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of equipment, materials or supplies furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Contractor.
- XIV. **PATENT INDEMNIFICATION.** The Contractor agrees to assume the defense of and shall indemnify and save harmless the City and all persons acting for or on behalf of it from all suits and claims against them, or any of them,

arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Contractor, within a reasonable time, shall at its own expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment, or apparatus and refund the sums paid therefor.

- XV. INSPECTION.** For the purposes of inspection of the equipment, materials and supplies covered by this contract, the Contractor shall give the City free access to his works and furnish every facility for properly inspecting such equipment, materials and supplies, and shall furnish full information, whenever requested, relating thereto. Approval by any inspector of the City shall not relieve the Contractor from his obligation to comply in all respects with the contract.
- XVI. ASSIGNMENT/SUB-CONTRACTING.** The Contractor agrees that he will not sell, assign or transfer this Contract or any part thereof or interest therein without the prior written consent of the City.
- XVII. INSTALLATION.** If any of the equipment, materials and supplies covered by this contract is to be installed by either the Contractor or the City, the Contractor shall, upon request of the City, furnish a competent employee to supervise the installation without expense to the City, unless otherwise provided herein. Such supervisor, or other employees furnished by the Contractor, shall be the agents of the Contractor and not of the City, and the Contractor hereby agrees to indemnify the City and hold it harmless from and against any and all loss, costs, damage, and expense sustained as the result of negligence or other conduct on the part of such supervisor or employee.
- XVIII. TERMINATION.** The City of Newton may, by written notice of default to the Contractor, terminate the whole or any part of this Contract or any Shipping of Work Order issued pursuant thereto in any one of the following circumstances:
- a. If the Contractor fails to make delivery of the equipment, goods or supplies or to perform the services within the time specified herein or any extension thereof;
 - b. If the Contractor fails to perform any of the other provisions of this contract or, if in the opinion of the City, Contractor so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not correct such failure within thirty (30) days (or such longer period as the City may authorize in writing) after receipt of notice from the City specifying such failure.
- XIX. GOVERNING LAW.** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
- XX. SEVERABILITY.** The provisions of this Contract are severable. If any section, paragraph, clause or provision of this Contract shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Contract shall be unaffected by such adjudication and all of the remaining provisions of this Contract shall remain in full force and effect as though such section, paragraph, clause or provision, or any part thereof so adjudicated to be invalid, had not been included herein, unless such remaining provisions, standing alone, are incomplete and incapable of being executed in accordance with the intent of the parties to this Contract.
- XXI. AMENDMENTS TO THIS CONTRACT.** This Contract may not be amended except in writing executed in the same manner as this CITY-CONTRACTOR Agreement.

THIS SPACE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties have caused this instrument to be executed under seal the day and year first above written.

CONTRACTOR

By _____

Print Name _____

Title _____

Date _____

Affix Corporate Seal Here

City funds in the amount of \$ _____
are available in account number:
95706390-52405

I further certify that the Mayor, or his designee,
is authorized to execute contracts and approve
change orders.

By _____
Comptroller of Accounts

Date _____

CITY OF NEWTON

By _____
Chief Procurement Officer

Date _____

By _____
School Committee

Date _____

Approved as to Legal Form and Character

By _____
Associate City Solicitor

Date _____

CONTRACT AND BONDS APPROVED

By _____
Mayor or his designee

Date _____

CERTIFICATE OF AUTHORITY - CORPORATE

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)
2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds.**)
3. is the duly elected _____
(insert the title of the officer in line 2)
4. of said corporation, and that on _____
(insert a date that is ***ON OR BEFORE*** the date the officer signed the **contract and bonds.**)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ *AFFIX CORPORATE
SEAL HERE*
(Signature of **Clerk or Secretary**)*
7. Name: _____
(Please print or type name in line 6)*
8. Date: _____
(insert a date that is ***ON OR AFTER*** the date the officer signed the **contract and bonds.**)

* The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L. c.62C, §49A and requirements of the City of Newton, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.*

**Signature of Individual
or Corporate Contractor (Mandatory)

*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

Print Name:_____

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

Print Name:_____

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

*** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their nonfiling or delinquency will not have a contract or other agreement issued, renewed, or extended.

NEWTON PUBLIC SCHOOLS

PRINTER MANAGEMENT SERVICES AND SUPPLIES

1.0 Scope and Qualifications

The City of Newton is accepting bids for Newton Public Schools “NPS” Laser Networked and Local Printer Management Services utilizing a Management Printing System “MPS”. The program would include tracking and monitoring laser printer assets and their use, automatic delivery of consumables such as print toners and cleaning kits and possible alternate options of annual preventive maintenance cleaning service and repairs . All supplies such as OEM manufactured or re-manufactured compatible toners, cleaning kits and parts are to be provided by the awarded contractor as a part of this contract. This system must provide district and schools with monthly and quarterly reports and recommendations on use and maintenance for improved efficiency of all printer operations.. Delivery of supplies and repair maintenance should include all toners, parts, cleaning kits, service and scheduled preventive maintenance and cleaning provided by the contractor. An annual audit service, and if within the award, an annual inspection/cleaning and any required maintenance must be completed to the entire fleet of laser printers in the summer prior to school start for the next fiscal year. Repair response time of two (2) business days Monday-Friday 8:00 AM to 4:00 PM will be required to assess or repair printers. Monthly maintenance fees will be as follows:

- Networked laser printers metered at fixed cost per page (both for black & white and color).
- A flat rate, unlimited usage program for all local printers, not predicated on usage like the per page billing program for the networked printers.
- If repair parts are no longer available, vendor has option to replace printer with comparable equipment at vendor’s expense based on need to be determined and pre-approved by the school district’s IT Designee.

A contract will be awarded for a period of approximately twelve (12) months **from the contract execution date through July 31, 2016** to the lowest responsive and responsible bidder based on the “Grand Total”. **Prices submitted in this bid shall remain firm for the duration of the contract period.** The City, at its sole discretion, shall have the option to **extend the contract for two (2) additional one (1) year terms with no change in the contract price* and terms and conditions.** ***Please note that as older printers are replaced with new printers under a manufacturers’ warranty and/or if through management of printers the printer inventory is significantly reduced, NPS can negotiate a decrease in the renewed contract price with contractor if warranted.** The exercise of each option to renew shall be subject to appropriation and /or continuation of funding.

The City reserves the right to terminate this contract prior to the expiration date in the event total expenditures reach the above stated contract total. If for any part thereof during the term of this Agreement, funds for the discharge of the City’s obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then this Agreement shall terminate.

- 1.1 All bids must be submitted in the manner and form prescribed by the Invitation for Bid which controls award of the contract. The laser printer inventory attached is the most current listing of what will be maintained throughout the school system to be covered under this management contract. Throughout the contract year, printer inventory may change as older equipment is replaced by new equipment with a one year manufacturer’s warranty.

1.2 The bidder must be an:

- 1.2.1 HP Authorized Service Provider with at least five (5) years of documented business experience servicing Hewlett Packard printer equipment.
- 1.2.2 Service Provider with at least five (5) years of documented business experience servicing various types of both networked and local stand alone printers.

- 1.3 Bidders are required to submit a 'Company Resume' containing information relative to the bidders' experience in the management and maintenance field of the applicable printer equipment including date of incorporation, organization, headquarters, company size and work force, management structure, technical staff resumes and a list of all current and canceled printer managed service contracts within the last three (3) years.
- 1.4 Bidders must provide a minimum of three (3) successful references of educational institutions for which the bidder performed comparable printer management and repair service contracts (see Newton Public Schools Inventory Summary attached) within the five (5) years preceding the date of the bid.
- 1.5 Work within the scope of this contract cannot be sub-contracted to another company or individuals who are not in the direct employ of the awarded bidder.

2.0 Full Service Maintenance

Full service management applies to all laser printer equipment on the inventory file attached, as well as any networked or local laser printers documented in the initial audit, including all labor, parts and printer supplies including OEM or re-manufactured compatible toners and cleaning kits, etc. An initial annual audit is required at the start of the contract. If the initial audit finds a significant difference in the inventory, the vendor is still responsible to honor the bid price laser printer maintenance and management services originally offered. Vendor has the right to retract bid if a significant (>10% - 15%) difference in the inventory found within 15 days of the audit at which point NPS will move to the next qualifying vendor. Contract pricing must include all shipping and travel expenses. A Management Printing System "MPS" must be utilized for all networked printers within the district. The cost shall be a fixed price per price schedule above on the **BID FORM #16-01 pages 7 & 8.**

Summary of estimated laser printer inventory by school:

SCHOOL	ADDRESS	Local	Networked	Total
Angier/Carr School	225 Nevada Street	10	11	21
Bigelow Middle School	42 Vernon Street	4	18	22
Bowen School	280 Cypress Street	9	8	17
Brown Middle School	125 Meadowbrook Road	8	22	30
Burr School	171 Pine Street	6	9	15
Cabot School	229 Cabot Street	3	10	13
Countryside School	191 Dedham Street	1	13	14
Day Middle School	21 Minot Place	6	19	25
Education Center & Annex	100 Walnut Street	14	41	55
Franklin School	125 Derby Street	12	6	18
Horace-Mann School	687 Watertown Street	3	7	10
Lincoln-Eliot School	191 Pearl Street	5	9	14
Mason Rice	149 Pleasant Street	3	11	14

Memorial-Spaulding	250 Brookline Street	13	19	32
Newton North High School	457 Walnut Street	64	85	149
Newton South High School	140 Brandeis Road	21	46	67
Oak Hill Middle School	130 Wheeler Road	1	26	27
Peirce School	170 Temple Street	2	6	8
Underwood School	101 Vernon Street	4	6	10
Ward School	10 Dolphin Road	5	12	17
Williams School	141 Grove Street	6	0	6
Zervas School	30 Beethoven Avenue	6	16	22
Printer Totals		206	400	606

- 2.1 The contractor shall have an established presence in the Metro-West and Boston areas, demonstrating a track record of providing print management services as outlined to local school districts (see 1.3 above).
- 2.2 Vendor must conduct a full initial inventory audit, cleaning (if alternate option is awarded), replacements recommendations as well as installation of software must be completed by August 31, 2015 within all 23 school locations. NPS reserves the right to delay the go live period for certain components though the vendor is still responsible for ensuring they are functional by August 31, 2015.
 - 2.2.1 Any printer found during the initial audit which needs repair shall be covered by the repair agreement (if option is awarded) at no additional cost to NPS.
- 2.3 Vendor shall offer toner buy-back, based on vendor costs, on the existing inventory on all supplies on hand and a credit will be issued against future monthly invoices. NPS must agree with credit totals proposed by vendor. Copies of vendor toner costs may be requested.
- 2.4 Vendor must demonstrate that they have a record of working with other local school districts to provide recommendation for printer placement after the initial audit to support district initiative to cut costs, including but not limited to printer placement and printer types (i.e. larger printers for heavy use, smaller printers for lower use, reduced reliance on stand-alone printers) etc.
 - 2.4.1 Vendor shall provide NPS with a strategy and project plan for reducing reliance on stand alone printers within six (6) months of executed contract date.
 - 2.4.2 NPS reserves the right to request a meeting from the vendor prior to awarding to demonstrate their experience in providing such recommendations.
 - 2.4.3 Vendor shall provide on-going support to help NPS meet the findings of the audit during the duration of the contract.
- 2.5 Vendor must support standard communication techniques to ensure management expectations are met and that the project staff is well informed during the initial roll out. To this end, regular Project Management Team meetings will be held with key stakeholders to provide project status and ensure that decisions are made in a timely manner. In addition, regular Project Team Operational Meetings will be held to assess project-to-plan status and review and address open issues. Status Reports and Project Plans will be kept current and published regularly.

- 2.6 Vendor will use FMAudit or approved equal software to track print usage.
- 2.6.1 Vendor shall provide a demonstration of how to use FMAudit approved equal software is to be used before the contract is awarded.
 - 2.6.2 Vendor will fully support the installation, testing, troubleshooting and maintain the current version of the software on an ongoing basis.
 - 2.6.3 Vendor shall provide hardware requirements for installing the FMAudit software.
 - 2.6.4 Vendor shall provide on-site training (up to four (4) hours) to the NPS Tech Support Staff in the use of FMAudit print management software over the life of the initial contract..
- 2.7 Vendor Capabilities:
- 2.7.1 This vendor must support any one of the following software (PaperCut or Equitrac or Drive).
 - 2.7.2 Vendor must propose and support functionality to use staff ID cards to manage and route print queues. The proposed system must be capable of supporting this type of card or be linked to their NPS login (Active Directory). It is Newton Public School's discretion when this type of system would be implemented, but the vendor needs to verify its capabilities and that they are able to support it before the contract is awarded.
- 2.8 The Information Technology department will notify the contractor via e-mail or through our TASC system of all necessary repairs. The service technician(s) shall remain in Newton until all equipment is repaired or return the following school day(s) until the work is completed. A repair ticket acknowledging that the work has been completed shall be left on the premises.
- 2.9 Service shall apply to all network printer equipment. Work shall be assessed and/or completed within two (2) business days following notification. For major repairs, work will be completed within 5 business days. Comparable loaner printer may be requested if repairs are not completed within five (5) business days. Service applies throughout the year including school vacations and summer months.
- 2.10 The contractor shall be responsible for all manufacturer's warranty service at no additional cost to Newton Public Schools. The manufacturer's standard warranty terms and conditions shall apply.
- 2.11 The contractor must e-mail the NPS IT Dept. a bi- weekly 'Repair Log' including the service date, school, room number, equipment identification, symptoms, work performed, parts, loaner, and technician.
- 2.12 Full Service Maintenance shall be invoiced monthly to the attention of Accounts Payable, Newton Public Schools, 100 Walnut Street, Newtonville, MA 02460.

No travel reimbursement or other expenses will be allowed under this contract. .

3.0 Vendor Employees

- 3.1 Vendor employees must demonstrate a professional appearance and demeanor while on any school premises.
- 3.2 Vendor shall be responsible for insuring their employees meet all legal requirements for employment in the United States and the Commonwealth of Massachusetts.
- 3.3 The Vendor shall provide the Information Services Manager with the names of all Vendor employees working at Newton Public Schools in advance of assignment to the account.
- 3.4 Each employee shall carry an identification card, to be worn in a visible location on their person at all times while performing services on Newton Public Schools premises. Employees must identify themselves at all main offices upon entrance of any school building.

- 3.5 All employees of the awarded bidder **must** pass both CORI and SORI checks **before** they will be allowed entry to any of our 22 school buildings of our district to deliver the required repair services of this contract.

4.0 Description and Quality

- 4.1 Wherever items are specified by trade name, manufacturer, or dealer's catalog number, or by any other reference, it shall be taken to mean the items as this described or any other item equal thereto in quality, finish, durability, compatibility, safety and serviceability for the purpose for which it is intended. If an alternate item is being proposed, the bidder shall so indicate by providing a full description of the proposed substitute as well as provide data sheets, catalog cuts, performance and test data, and any other information which will support or otherwise prove equality; such proof rests entirely with the bidder. When the bidder does not state the brand, it is understood that the offer is exactly as specified. Final decisions concerning the quality of items, other than those specifically designated, is to rest with the Newton Public Schools whose determination shall be final and conclusive. Vendors shall guarantee quality control of all goods at no additional cost to the City. Samples shall be furnished free-of-charge upon request and may be retained for future comparisons. Samples and literature must be provided within three (3) days after the request.
- 4.2 The City encourages environmentally preferable products, i.e., products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service: 1) emphasis on multiple environmental considerations such as recycled content, energy and water efficiency, renewable resource use and toxicity considerations rather than any single environmental feature; 2) evaluation of environmental impacts throughout the life cycle of the product which includes impacts during the manufacture, use and disposal of the product; and 3) recognition of cost and performance remain critical factors in all purchasing decisions. All products must be latex free and nut free.
- 4.3 Material Safety Data Sheets must be forwarded to the Purchasing Department at

Newton Public Schools
Education Center
100 Walnut Street
Newtonville, MA 02460
Attn: Operations Department

within thirty (30) days after the bid award. All products must be properly labeled with the product name, manufacturer's name, address and emergency telephone number, ingredients, cautions, warnings, hazard rating and first aid.

5.0 Delivery of Services

- 5.1 Services shall be provided promptly from the time an order is placed via on-line, telephone or email. An exception is only allowed with pre-approval in writing by an authorized employee.
- 5.2 Services shall be provided promptly from the time an order is placed via on-line, telephone or email. An exception is only allowed with pre-approval in writing by an authorized employee.
- 5.3 Services shall be provided during normal business hours, Monday through Friday. Newton Public School locations are (see school and address listing below):

5.4 The equipment used in the transportation and delivery of supplies procured shall be maintained in a sanitary condition at all times. The equipment shall be subject to unannounced inspections by a City representative at any time. All vehicles must turn off their engines while services are being provided.

Newton Public Schools
100 Walnut Street
Newtonville, MA 02460

Cynthia Brown, Purchasing Manager
(617) 559-9050

2015-2016 School Year Delivery Contact

School	Address	Secretary	Secretary Email	Custodian*	Custodian Cell
[01] Angier / CARR SCHOOL 617-559-9300	225 Nevada Street Newtonville, MA 02460	Terese Glionna x9309 fax: 559-2014	Terese_glionna@newton.k12.ma.us or Kathleen Dolan	Rick McElvoy 617-559-9311	617-212-4047
[05] Bowen Elem. 617-559-9330	280 Cypress Street Newton Ctr., MA 02459	Deborah Megrian x9332 fax: 552-7363	Debbie_Megrian@newton.k12.ma.us	Mark Pagliaro 617-559-9342	617-212-4188
[07] Burr Elem. 617-559-9360	171 Pine Street Auburndale, MA 02466	Maura Albano x9362 fax: 552-5562	Maura_albano@newton.k12.ma.us	Jack Tobin 617-559-9366	617-212-8701
[09] Cabot Elem. 617-559-9400	229 Cabot Street Newtonville, MA 02460	Sydney Balise x9400 fax: 552-5584	Sydney_Balise@newton.k12.ma.us	Ron Luce 617-559-9413	617-212-1177
[15] Countryside Elem. 617-559-9450	191 Dedham St. Nwtn. Highlands, MA 02461	Dolly Wallace x9452 fax: 552-5583	Dolly_wallace@newton.k12.ma.us	Mark Repta 617-559-9458	617-212-0676
[21] Franklin Elem. 617-559-9500	125 Derby Street West Newton, MA 02465	Deborah Mastroianni x9482 fax: 552-5521	debbie_mastroianni@newton.k12.ma.us	Bill Pepicelli 617-559-9486	617-212-0931
[25] Horace Mann Elem. 617-559-9510	687 Watertown Street Newtonville, MA 02460	Rose Marian0 x9512 fax: 559-2004	Rose_Mariano @newton.k12.ma.us	Peter Greene 617-559-9516	617-212-2068
[29] Lincoln-Eliot Elem. 617-559-9540	191 Pearl Street Newton, MA 02458	Donna McLoughlin x9540 fax: 552-5558	Donna_McLoughlin@newton.k12.ma.us	Jay Shippie 617-559-9546	617-212-2386
[31] Mason-Rice Elem. 617-559-9570	149 Pleasant St. Newton Ctr., MA 02459	Kathy Rinn x9572 fax: 552-7315	kathy_rinn@newton.k12.ma.us	Artie Coffey 617-559-9579	617-212-2503
[33] Memorial-Spaulding Elem. 617-559-9600	250 Brookline Street Newton Centre, MA 02459	Francie Sheehan x9602 fax: 552-7944	francie_sheehan@newton.k12.ma.us	Bob Fleming 617-559-9607	617-212-2606

[39] Peirce Elem. 617-559-9630	170 Temple St. West Newton, MA 02465	Ginette DeSantis x9632 fax: 552-7318	Ginette_DeSantis@Newton.k12.ma.us	Jose Filomeno 617-559-9637	617-201-9058
[43] Underwood Elem. 617-559-9660	101 Vernon St. Newton Corner, MA 02458	Carol Stone x9662 fax: 552-5552	Carol_Stone@newton.k12.ma.us	Charles Tarabelli 617-559-9667	617-201-9110
[45] Ward Elementary 617-559-6450	10 Dolphin Rd. Newton Centre, MA 02459	Sue Tempesta x6450 fax: 552-5563	Susan_tempesta@newton.k12.ma.us	Doug David 617-559-6454	617-201-9315
[47] Williams Elem. 617-559-6480	141 Grove Street Auburndale, MA 02466	Jennifer Newberg x6482 fax: 559-2013	Jennifer_newberg@newton.k12.ma.us	Scott Perilla 617-559-6485	617-201-6281
[49] Zervas Elem. 617-559-6750	30 Beethoven Avenue Waban, MA 02468	Anne Hadley x6752 fax: 552-5546	anne_hadley@newton.k12.ma.us	Ed Boles 617-559-6757	617-201-6474
[61] Bigelow Middle 617-559-6800	42 Vernon Street Newton, MA 02458	Linda Anderson x6813 fax: 552-7752	linda_anderson@newton.k12.ma.us	Dave Murphy 617-552-7800	617-201-6507
[65] Brown Middle 617-559-6900	125 Meadowbrook Rd. Newton Centre, MA 02459	Linda DePasquale x6902 fax: 552-7729	linda_depasquale@newton.k12.ma.us	Ken Donovan, Jr 617-559-6910	617-201-6548
[63] Day Middle 617-559-9100	21 Minot Place Newtonville, MA 02460	Pam Thompson x9126 fax: 559-9103	Pamela_thompson@newton.k12.ma.us	John Carvelli 617-559-9136	617-201-6572
[67] Oak Hill Middle 617-559-9200	130 Wheeler Rd. Newton Centre, MA 02459	Cynthia Curtis x9209 Fax: 552-5547	Cynthia_curtis@newton.k12.ma.us	Tim Curry 617-559-9216	617-201-6597
[71] Newton North High 617-559-6200	457 Walnut Street Newtonville, MA 02460	Sue Spirito x6203 fax: 559-6204	Suzanne_spirito @newton.k12.ma.us	Tim Keefe 617-559-6425	617-201-6621
[75] Newton South High 617-559-6500	140 Brandeis Road Newton Centre, MA 02459	Laura Gaspari x6512 fax: 559-6701	laura_gaspari@newton.k12.ma.us	Dan Bianchi 617-559-6523	617-908-1251
[80] Ed Center - Purch 617-559-9050	100 Walnut Street Newtonville, MA 02460	Alyssa Baringer x9050 Fax: 559-9039	Alyssa_Baringer@newton.k12.ma.us	John Conway 617-559-9012	617-908-1329

6.0 Payment

6.1 Invoices shall be billed to:

Newton Public Schools
Accounts Payable Dept.
100 Walnut Street
Newtonville, MA 02460

6.2 Invoices must be in duplicate, by department, including the a) purchase order number, b) department name, c) item number, d) quantities, e) description, f) unit price and g) totals.

Signature:

_____ Title _____

Company: _____ E-mail _____

Telephone _____ Fax _____

Address: _____ City _____

State _____ Zip _____

END OF SECTION